

Adeel Ahmad MBA

PMP, PMI-ACP, CSM, Six Sigma, ITIL v3, Prince2

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Senior PMO Project Manager

Vibrant Project Management professional with 16 years' experience overseeing programs, projects and PMOs generating revenue of over \$1 billion annually.

Well-rounded, dynamic, innovative, results-oriented technical project / program management professional with solid history of setting up, running, and improving PMOs in international, fast-paced environments, including Strategic Project, Program, and Portfolio Management. Proven success mentoring, coaching, and overseeing technical teams and satisfying needs of business stakeholders through adept management of PMO procedures and project methodologies. Exceptional interpersonal talents; integral to developing improved processes and procedures in challenging environments, offering high business efficiency, and delivering exception results while providing inspirational leadership. Successful oversight and management of vendor contracts worth more than \$10M for both outsourced and offshore infrastructure, development, and support services. Excellent leadership and crisis management skills combined with experience and expertise to make timely decisions positively affecting organization success. Possess several professional certifications.

Highlights of Expertise

- Project Management
- Setting-up, Running and Improving PMO
- Process Improvement & Efficiency
- Overseeing and Owning Projects' Delivery
- Executive Level Project Management
- Client Relations / Stakeholder Management
- Program Management
- Scaled Agile Framework (SAFe)
- Agile / Waterfall / Kanban Methodologies
- Leadership & Team Building
- Quality & Risk Assessment
- Onshore / Offshore Resource Synchronization

Professional Experience

Senior PMO Project Manager, 2019 – Present (Contract Role)

State of New Jersey, Trenton, New Jersey

In charge of initiating and driving the complete program to set-up, run and improve the Project Management Office (PMO) for the state of New Jersey. Presenting the initiative to CIO and CEO of different departments for their buy-in. Ensuring all projects administered by PMO adhered to best practices and standard approaches for program- and project-related processes. Defining, planning, tracking, and managing projects assigned, identifying key resources, and providing direction required for meeting project objectives. Introducing, implementing, and utilizing Key Performance Index to all teams so accurate data can be taken and analyzed to improve processes.

Key Achievements:

- **Revitalized project management** by fully implementing and streamlining Agile methodology implementation, overseeing Scrum teams and project managers for all project status, processes, and release activities.
- **Instituted processes, and continuous improvement**, to create and maintain artifacts required by auditors and governance and improved processes for employee, contractor, and vendor onboarding and offboarding.
- Delivering on target to make the PMO benchmark for all departments and divisions in the State
- **Growing PMO team from one PM to ten** while setting up PMO organization for oversight of all IT projects.
- Initiated programs to train and mentor project managers, development teams, and business clients on PMO procedures and benefits for all stakeholders.

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Senior PMO Project Manager, 2018 – 2019 (1.5-Year Contract)

Univar Solutions, Downers Grove, Illinois

Direct and oversee the Program Management Office (PMO) to ensure IT programs and projects meet organizational goals and requirements. Develop and implement PMO processes and policies, direct project management staff, and work with other department leaders to define, prioritize, and develop projects, programs, and departments' roadmap. Create functional strategies and specific objections for Office and develop budgets / policies / procedures to support functional infrastructure.

Key Achievements:

- Within four months of joining company, consolidated four PMO departments to three by streamlining processes to approve, initiate, and execute projects in enhanced business-effective way, leading to **receiving promotion within five months of hiring** from PMO Lead to PMO Director– faster than any other to date in Univar Solutions IT.
- Lead PMO team tasked with increasing revenue of digital sales **from \$300 million to \$1 billion per year**.
- Conducted Program Increment (PI) planning sessions every 10 weeks for all IT projects and enhancements to be worked on in each quarter of the year.
- Lead Salesforce.com application team and initiative to bring digital excellence to company's portfolio for sales team and over 2500 customers, including many Fortune 500 companies.
- Manage e-commerce and B2B-based projects to increase profitability, attain digital superiority, and provide top-notch customer experience.

Senior PMO Project Manager, 2016 – 2018 (2-Year Contract)

Quest Diagnostics, West Norriton, Pennsylvania

Provided leadership, organization, and coordination to support PMO's key activities, encompassing full lifecycle of projects including program planning, governance, and project management. Contributed to and mentored professionals in PMO office with over 100 resources and managed development of innovative software systems and applications. Managed project schedules and task details and utilized project management tools such as reports, checklists, tracking charts, and project scheduling software, delegating appropriately. Oversaw change and took active leadership in timely and reasoned decision-making. Acted as Senior Agile Project Manager for large, global, cross-functional projects. Ensured that all projects were adhering to GxP standards.

Key Achievements:

- **Reduced variance in resource allocation by 50%** by factoring accurate project actuals and projects to allocate project and resource cost to all projects.
- Streamlined project support process to increase efficiency and productivity and **reduce risks and costs by minimum of 10 – 25%**.
- Created and gave executive presentations on portfolio status for Board of Directors and Senior Management.

Senior PMO Project Manager, 2015– 2016 (1-Year Contract)

UnitedHealth Group, Horsham, Pennsylvania

Improved planning and execution processes of product and engineering organization coordinating all aspects including scope, schedule, and quality to final launch. Coordinated multi-year product roadmap planning and execution in partnership with leadership and Agile and Waterfall teams. Managed stakeholder communications, collaborating directly with high-level executive management to develop project plans, estimates, and rollout details and to ensure support toward day-to-day operation of routine projects. Took responsibility for full lifecycle of projects, including Scope, Schedule, Cost, Risk, and Dependencies Management and Milestones.

Key Achievements:

- Managed program schedule, cross-team interdependencies, risks, issues, costs, and action items, both within and external to Agile framework, including identification and resolution of organizational impediments.

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- Entered and got up to speed on programs from day one, resulting in being brought in on different projects immediately after quick onboarding.
- Maximized control on project finances by generating financial plans and reports for projects and programs, monitoring status reports for all application and project managers, and conducting weekly meetings to confirm actuals within approved budget and change requests.

Senior PMO Project Manager, 2010 – 2014 (5-Year Contract)

Bristol-Myers Squibb, Plainsboro, New Jersey

Accomplished project objectives by planning, executing, and monitoring new product development projects to achieve goals set forward in product development plan. Accomplished human resource objectives by recruiting, selecting, orienting, training, scheduling, and counseling employees. Focused on achieving operational objectives by contributing information and recommendations to strategic plans and reviews, preparing, and completing action plans, implementing production, productivity, quality, and customer-service standards, resolving problems, completing audits, identifying trends, determining system improvements, and implementing change. Acted as single point-of-contact for all research, risk assessment, and delivery plans for all web application-based projects. Monitored all projects keeping GxP standards in mind and incorporate them into the project lifecycle.

Key Achievements:

- Played vital part of digital innovation program directly increasing company's stock price and market value.
- Established onboarding and offboarding process **lessening process cost by 35%**.
- Transformed internal IT team to directly support internal clients' needs within company rather than utilizing outsourced teams and external partners, **bringing 96% additional business to company vs. outsourcing**.
- Recognized as Subject Matter Expert and main point-of-contact for negotiation, delegation, monitoring, and delivery of services between onshore and offshore teams / vendors / resources in support of timelines and project deliverables.
- Reduced cost and improved effectiveness by establishing pre-project screening of all requirements to ensure proper implementation and adherence to launch dates.

*Additional experience as **Project Manager for SAP America, Newtown Square, PA (2004-2009)***

Technical Proficiencies with following Program Management related applications

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|---------------------|-----------|--------------|---------|--------------|
| • Microsoft Project | • Clarity | • Confluence | • Jira | • SharePoint |
| • Salesforce | • SAP PC1 | • Visio | • Rally | • Trello |

Education and Credentials

Bachelor in Business Administration, & Computer Science - Rider University, Lawrenceville, New Jersey

Master in Business Administration (MBA) - Coventry University, United Kingdom (UK)

Certifications (All are active)

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| • PMI Project Management Professional (PMP) | • PMI Agile Certified Practitioner (PMI-ACP) |
| • Certified Scrum Master | • Six Sigma Black Belt (ETC 2/2021) |
| • Prince2 Foundation | • ITIL |

Work Authorization: U.S Citizen